



United States Department of State

U.S. Embassy Pristina

**VACANCY ANNOUNCEMENT**  
**19/2015**

**OPEN TO:** ALL INTERESTED CANDIDATES  
**POSITION:** MINORITY MEDIA ASSISTANT  
**OPENING DATE:** OCTOBER 19, 2015  
**CLOSING DATE:** OCTOBER 30, 2015  
**WORK HOURS:** FULL-TIME; 40 HRS/WEEK  
**SALARY:** FSN 8 (16,291.00 €)

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U.S. Embassy Pristina is seeking a qualified individual for the position of **MINORITY MEDIA ASSISTANT**.

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**BASIC FUNCTION OF POSITION**

Serves as a member of the media team in the Public Affairs Section (PAS). Monitors Serbian-language media, and maintains relationships with other non-majority media representatives in Kosovo. Prepares and delivers news brief for the Ambassador and country team two mornings per week. Advises the Ambassador, Public Affairs Officer, and Information Officer on media developments and activities, and provides Serbian translation for them at public speaking events. Arranges meetings and press interviews with Serbian and other minority media. Translates transcripts of the Ambassador's media interviews, and other documents, into Serbian

**DUTIES & RESPONSIBILITIES**

**A. Media Monitoring and Advisory Duties – 60%**

- (1) Monitors and analyzes Serbian-language media reports via on-line editions. Sends spot reports via e-mail to front office, political/economic and public affairs sections during the day and drafts notes for use in the daily press briefing.
- (2) Advises PAS about news events and developments in the region that may require the Chief of Mission and/or State Department's attention and public reaction to media campaigns.
- (3) Writes and translates media alerts, press releases, information sheets and statements into Serbian and distributes them to over 500 media contacts.
- (4) Drafts briefing memoranda for public events that have a Kosovo-Serb outreach component.
- (5) Responsible for generating ideas for social media outreach to the Kosovo-Serb community.
- (6) Monitors the minority news broadcasts of the public broadcaster (RTK2) and advises PAO and IO of any progress made to improve the programs. Maintains relationship with RTK2 deputy manager in order to encourage improvements.

**B. Media Relationships – 20%**

- (1) Develops and maintains close and regular contact with local representatives of non-majority-language media, including editors, journalists, broadcasters, and government information officials to keep abreast of media developments in Kosovo. Responds to inquiries from the local media.

- (2) Maintains working contacts with members of the media, both journalists and technical staff, and government press officials to coordinate news and event coverage, develop relationships and facilitate participation in workshops and training (training which may occur both in Kosovo and in the U.S.). This may include serving as escort/interpreter for local groups visiting the Embassy, travelling to the U.S. and other locations and for Americans visiting local media outlets.
- (3) Generates workshop and training program ideas in coordination with PAS and MSRP and proposes programs, drafts request cables, and organizes details including participant application processes and visa requirements.
- (4) Advises PAS grants team on proposals submitted by non-majority-language media outlets.
- (5) Consults, as requested, with media stakeholders and organizations affiliated with the creation of a state-run TV channel in Serbian language.

#### **C. Event Support – 20%**

- (1) Serves as a Serbian language translator (simultaneous or consecutive) for Chief of Mission events.
- (2) Translates, interprets on-site, and transcribes after the event, speeches and interviews for the Chief of Mission, other senior U.S. officials and for any Embassy-sponsored cultural events in Serb-language areas of Kosovo.
- (3) Performs media relations/media control at public events involving Mission principals and may record voice or photos.
- (4) Serves as the primary Serbian language tester for HR selection processes.

#### **REQUIRED QUALIFICATIONS**

**Education:** University degree required.

**Experience:** Three to five years of progressively responsible experience in media, communications, translation, or information technology required.

**Language:** Level 4(fluent) in speaking/reading, in both Serbian and English, is required. Incumbent must also be fully-proficient in consecutive and simultaneous interpretation/translation.

Level 2 (limited knowledge) or higher in Albanian preferred but not required.

**Knowledge:** Requires extensive knowledge of Kosovo Serb and other Kosovo non-majority media, as well as media in the Republic of Serbia which directly influences Kosovo Serb media; political, social and economic structures; institutions, political parties and key figures in the mass media, professions, government, cultural and business circles.

**Skills & Abilities:** Skills to use MS Word, Excel, Outlook, PowerPoint, and Internet (search and e-mail), and database applications (such as MAT). Ability to exert professional, politically-sound judgment in order to maintain high-level communication with the media, government, political parties and international organizations. Excellent skills and knowledge to plan, organize and implement multifaceted PA programs. Ability to develop and maintain working level contacts with journalists and draft English and Serbian

#### **ADDITIONAL SELECTION CRITERIA**

- 1. Management will consider nepotism/conflict of interest and budget in determining successful candidacy.
- 2. Current employees serving a probationary period are not eligible to apply.
- 3. Current ordinarily resident employees with an overall summary rating of needs improvement or unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
- 4. The candidate must be able to obtain and hold a security clearance.

**TO APPLY**

Interested candidates for this position should submit the following:

1. U.S. Embassy Pristina Application for Employment
2. A current resume or Curriculum Vitae.
3. Other documentation (copies of degrees earned) that address the minimum requirements of the position listed above.
4. Copy of Kosovo ID or Passport; and copy of the Residence Permit for international applicants.

**APPLICATIONS CAN BE SUBMITTED AS FOLLOWS:**

Hand deliver to:

U.S. EMBASSY PRISTINA

HUMAN RESOURCES OFFICE

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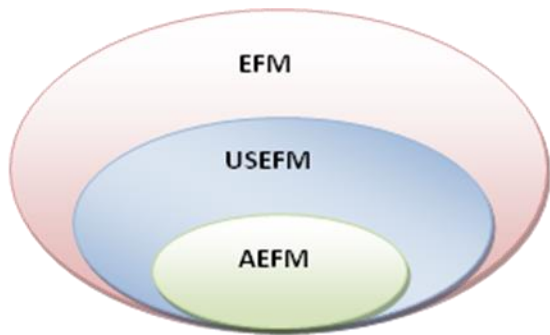
**The US Mission in Pristina provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.**

**The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.**

**CLOSING DATE FOR THIS POSITION:**

**OCTOBER 30, 2015 - BY CLOSE OF BUSINESS**

## **DEFINITIONS**



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM)**: An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee

who is unmarried and at least 18 years old; and

- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).